

## **ADMINISTRATIVE SERVICES CREDENTIAL**

### **REQUIREMENTS FOR THE PRELIMINARY CREDENTIAL:**

- (a) Possession of a valid California teaching credential requiring a baccalaureate degree and a program of professional preparation including student teaching; or a valid California Designated Subjects Teaching Credential provided the applicant also possesses a baccalaureate degree and has passed the California Basic Educational Skills Test (CBEST); or a California Pupil Personnel Services Credential requiring a baccalaureate degree and a program of professional preparation including a field practice with school-aged students; or a Librarianship credential; or a Health Services School Nurse credential; or a Clinical or Rehabilitative Services credential. The basic prerequisite credential may be a preliminary, clear, professional clear or life document, issued under present or prior regulations.
- (b) A minimum of three years of successful, full-time experience in the public schools or private schools of equivalent status. This experience may be teaching, pupil personnel work, librarianship, health services or clinical or rehabilitative services. Full-time service means service for at least a minimum day for three-fourths of the days in the school year. Substitute or part-time service does not apply.
- (c) One of the following:
  - a program of specialized and professional preparation in administrative services approved by the Commission, or
  - a one-year administrative services internship consisting of supervised in-service training taken through a California college or university with a Commission-approved internship program.
- (d) Passage of the California Basic Educational Skills Test (CBEST). To pass CBEST one must obtain a minimum scaled score of 41 in each of the three sections (reading, writing, and mathematics). However, a section score as low as 37 is acceptable if the total scaled score is at least 123. For an information bulletin and registration materials contact the CBEST Program, National Evaluation Systems, Inc., P. O. Box 340880, Sacramento, CA 94834-0880, (916) 928-4001. Applicants who completed their professional preparation outside of California may wish to contact their California employers about the possibility of getting a One-Year Nonrenewable (OYNR) Credential pending the passage of CBEST.
- (e) The recommendation of a California college or university with a Commission-approved program -- see list on the reverse of this form.
- (f) Employment in an administrative position verified on Commission form CL-777. An individual who has completed requirements (a) through (e) above but does not have an offer of employment in an administrative position may apply for a Certificate of Eligibility which verifies completion of all requirements for the preliminary credential and authorizes the holder to seek employment as an administrator.

**TERM OF THE PRELIMINARY CREDENTIAL** is five years from the date of issuance. However, the Administrative Services Credential is also limited by the expiration date of the prerequisite credential. It will expire with and may be renewed with the prerequisite credential during the preliminary period. By the end of the five year preliminary period the holder must meet the requirements for the professional clear credential.

### **REQUIREMENTS FOR THE PROFESSIONAL CLEAR CREDENTIAL:**

- (1) possession of a valid preliminary Administrative Services Credential,
- (2) verification of a minimum of two years of successful experience in a full-time administrative position in a public school or private school of equivalent status, while holding the Preliminary Administrative Services Credential, and
- (3) the recommendation of a California college or university with a Commission-approved program verifying completion of an individualized program of advanced preparation designed in cooperation with the employing agency and the college or university.

**TERM OF THE PROFESSIONAL CLEAR CREDENTIAL** is determined by the expiration date of the prerequisite credential, but may not exceed five calendar years. The professional clear credential is renewable upon completion of professional growth and service requirements as specified in the Professional Growth Manual.

**AUTHORIZATION:** The administrative services credential authorizes the holder to serve as a superintendent, associate superintendent, deputy superintendent, principal, assistant principal, supervisor, consultant, coordinator, or in an equivalent or intermediate level administrative position.

**OUT-OF-STATE APPLICANTS:** Applicants prepared at a regionally accredited college or university outside of California who have completed an approved program in school administrative services encompassing at least one year of postgraduate preparation, including field work in a school situation, may apply directly to the Commission for the Administrative Services Credential if the program is approved by the state certification agency in the state where it was completed and the requirements cited in (a), (b), (c), (d) and (f) above have been met. The field work assignment must have been completed with a grade of C or better on an A to F grading pattern. Applicants who received a pass or credit or satisfactory are assumed to have completed the field work at a level equivalent to, or higher than, the grade C level on an A to F grading pattern. If requirement (c) above was completed by September 30, 1984 the applicant will be issued a CLEAR Administrative Services Credential upon verification of completion of requirements (a), (b) and (d). If the requirements were completed after September 30, 1984, the applicant will be issued a PRELIMINARY credential and must complete the remaining requirements for the PROFESSIONAL CLEAR credential.

## CALIFORNIA COLLEGES AND UNIVERSITIES WITH COMMISSION APPROVED PROGRAMS

### PRELIMINARY CREDENTIAL:

#### UC SYSTEM

UC Los Angeles  
UC Riverside  
UC Santa Barbara

#### CSU SYSTEM

CSU Bakersfield  
CSU Chico  
CSU Dominguez Hills  
CSU Fresno  
CSU Fullerton\*  
CSU Hayward\*  
Humboldt State University  
CSU Long Beach  
CSU Los Angeles\*  
CSU Northridge  
CSU Sacramento\*  
CSU San Bernardino\*  
San Diego State University  
San Francisco State University\*  
San Jose State University\*  
CPSU San Luis Obispo  
CSU, San Marcos  
Sonoma State University \*  
CSU Stanislaus

#### PRIVATE

Azusa Pacific University\*  
California Lutheran University  
Chapman University\*  
Claremont Graduate School\*  
College of Notre Dame \*  
Concordia University  
Fresno Pacific College  
La Sierra University  
Loyola Marymount University  
Mount Saint Mary's College  
National University  
Pepperdine (Los Angeles)  
Point Loma Nazarene College  
Saint Mary's College  
Santa Clara University\*  
Simpson College  
Stanford University  
United States International University  
University of LaVerne\*  
University of the Pacific\*  
University of Redlands\*  
University of San Diego  
University of San Francisco\*  
University of Southern California  
Whittier College

### PROFESSIONAL CREDENTIAL:

#### UC SYSTEM

UC Irvine  
UC Los Angeles  
UC Riverside  
UC Santa Barbara

#### CSU SYSTEM

CSU Bakersfield  
CSU Chico  
CSU Dominguez Hills  
CSU Fresno  
CSU Fullerton  
CSU Hayward  
Humboldt State University  
CSU Los Angeles  
CSU Northridge  
CSU Sacramento  
CSU San Bernardino  
San Diego State University  
San Francisco State University  
San Jose State University  
CPSU San Luis Obispo  
Sonoma State University  
CSU Stanislaus

#### PRIVATE

Azusa Pacific University  
California Lutheran University  
Chapman University  
Claremont Graduate School  
Fresno Pacific College  
La Sierra University  
Loyola Marymount University  
National University  
Pepperdine (Los Angeles)  
Point Loma Nazarene College  
Saint Mary's College  
Santa Clara University  
United States International University  
University of LaVerne  
University of the Pacific  
University of Redlands  
University of San Diego  
University of San Francisco  
University of Southern California  
Whittier College

\*institutions that have an administrative services internship program